

So, you have a set of orders ... now what?

All Roads lead to Joint Base Langley-Eustis

Joint Base Langley-Eustis is located three miles north of the city of Hampton on the Virginia Peninsula. It is separated from Norfolk by the body of water known as Hampton Roads. If you are traveling southeast from Richmond on Interstate 64 East to Langley, take the Armistead Avenue (north) exit 265C. If you are traveling northeast from the James River Bridge via U.S. Route 17-258, take West Mercury Boulevard to LaSalle Avenue. If traveling from Norfolk, take Interstate 64 West through the Hampton Roads Bridge Tunnel to the LaSalle Avenue exit 265B, which will lead you directly to Langley AFB. If you are approaching Hampton traveling southeast from Yorktown on U.S. Highway 17, continue until you reach Interstate 64. Take the interstate east until you exit at Armistead Avenue (north). The major roads leading to Langley are La Salle Avenue, Armistead Avenue. If you locate these areas you should have no trouble finding your way to Langley AFB. All of these thoroughfares have signs marked "Langley Field" or "Langley Air Force Base."

While en route, annotate locations, dates of departure, and arrival times to make filling out vouchers easier.

Once You Arrive

If you arrive at Langley during normal duty hours, 8 a.m. to 4:30 p.m. Mondays through Fridays, you should report directly to your gaining unit's commander's support staff. If you arrive during non-duty hours, report to the 24-hour Base Lodging Office located at 44 Taylor Rd. [(757)764-INNS]. On the next duty day, report to your gaining unit. If you do not know where your unit is located, report to the Personnel Employment Office in the Military Personnel Flight, 45 Nealy Ave., Suite 218, between the hours of 8 a.m. and 3 p.m. Mondays through Fridays. *You must be in uniform to in-process.* Please be sure to bring several copies of your orders and all hand-carried records you received from your previous base. Your records will be reviewed; you will complete your formal in processing and be scheduled for your Right Start appointments. From the reception center, you will be directed to your orderly room. Once you sign in, you may be authorized permissive house hunting by your new commander. If you require further information about signing in or leave, contact your gaining squadron's commander's support staff or Langley Personnel Employment at DSN 574-2704 /4230 or (757) 764-2704 /4230. The following items are required for finance processing. If you took a travel advance, including: dislocation allowance, travel pay and per diem for authorized travel days, make sure to have receipts or pay records. Plane tickets purchased also require a receipt. Government-issued tickets are also required along with *five* copies of PCS orders. Receipts are required for expenses incurred of more than \$25 (i.e. taxi, lodging, tolls, and traveler's checks).

Lodging Office

JBL-E's award-winning facilities include 60 Temporary Lodging Facilities, 167 Visiting Airman's Quarters and 78 Visiting Officers Quarters with 23 Distinguished Visitors quarters. Reservation requests must be accompanied by a copy of your orders. Additional information can be obtained by writing to your gaining squadron or by calling (757) 764-4667 (INNS) or DSN 574-4667.

Dormitory Living

If you are single and will be assigned to a dormitory, contact your sponsor, orderly room or first sergeant for your room assignment. Do not sign into lodging or you could be paying the lodging fees out of pocket. Langley Personnel Employment Office 45 Nealy Ave., Suite 218 Langley AFB, VA 23665 Tel.: (757) 764-2704/4230 DSN 574-2704/4230